

HOW TO ENROL

All students:

1. Send your completed enrolment form to registrations@lexisenglish.com
2. In accordance with our obligations under the National Code 2018, you must indicate your acceptance of the Conditions of Enrolment by signing this form before we can accept payment from you to confirm your enrolment.
3. We will acknowledge receipt of your signed application and issue an invoice. This will generally occur on the business day following receipt of your application.
4. It is strongly suggested that all students obtain relevant insurance cover prior to travelling to Australia. If you will study on a Student Visa you must pay the compulsory Overseas Student Health Cover (OSHC) fee at the time of enrolment to ensure coverage from your arrival date.
5. Students wishing to enrol in an academic English course will be required to complete our English pre-test.
6. When you receive your invoice, send the required fees in Australian dollars, including all optional service fees. Payment may be made by bank transfer, bank draft, bank cheque or credit card. Personal cheques cannot be accepted.
 - a. Student Visa applicants – you must pay the required course fees as invoiced before we can issue a confirmation of enrolment (COE). When selecting a start date, please allow at least 4 weeks' processing time.
 - b. Students on other visas – you must pay all fees in full no later than 2 weeks' before your course commencement date to confirm your place.
7. Apply for your student visa from the Australian Embassy or Consulate, submitting your CoE with your application.
8. Notify us immediately of any changes to your proposed course start date by contacting registrations@lexisenglish.com

HOMESTAY, CARER & AIRPORT PICK-UP SERVICES

1. If you wish to use our Homestay service, you should apply at least 4 weeks before your intended arrival in Australia to allow us adequate time to find the most suitable accommodation for you. We are unable to guarantee an accommodation placement if arriving less than 5 days before course commencement. The minimum booking for Homestay accommodation is 1 week.
2. If you require us to arrange or approve a carer for a student under 18 years of age, at least 4 weeks' notice is required.
3. Provide us with your flight details (flight number, date & time of arrival) 3 weeks before you arrive.
4. We will aim to confirm your homestay details (and Airport Pick-Up if requested) 2 weeks prior to arrival.

CANCELLATION AND REFUND POLICY

Lexis English - Brisbane; Byron Bay; Noosa/Sunshine Coast; Sydney; Perth, are hereinafter referred to as the College

1. Your course is defined in study periods of 24 weeks or less. Enrolments greater than this are divided into study periods of 24 weeks or less dependent on the total course duration. Eg: A General English student, who enrolls for 30 weeks, would have 2 study periods, the first 15 weeks duration and the second 15 weeks duration.
2. In the absence of any agreement to the contrary, your place in a course will not be confirmed until fees are received for the initial study period and our bank has confirmed your payment. Fees for any subsequent study periods must be received within 2 weeks prior to the commencement of the second study period.
3. Cancellations are not effective until they are received in writing.
4. In the case of cancellation the admission fee or its equivalence is non-refundable.
5. If you are not granted a visa, all fees except the Admission Fee, will be refunded within 4 weeks of Lexis English receiving written notification.
6. If you cancel your course 28 days or more before your course commencement date, all fees received except the Admission Fee will be refunded. If you cancel your course less than 28 days before your course commencement date, a cancellation fee of 20% of paid tuition fees will also apply. All other fees except the Admission Fee will be refunded. No tuition fees will be refunded if you advise cancellation on or after your course commencement date.
7. If you defer the date of commencement of your course, then later cancel your course, prior to the new commencement date, the cancellation policy will apply from the original course start date not the deferred start date.
8. The Accommodation Placement Fee and/or Airport Transfer Fee are not refundable if you advise us less than 2 weeks before your commencement date that you wish to cancel the service. You may also be liable for 2 weeks Accommodation fees if a replacement student cannot be found. No refund of the initial 4 weeks of Accommodation fees will be made if you leave your accommodation during that period. Cancellation and refund policies that apply to other forms of accommodation will be notified at the time of booking.
9. Where we do not offer an advertised course, or withdraw the delivery of the course prior to its completion, you will be offered within 2 weeks, a refund of the unused portion of course fees paid to date. Alternatively, you may be offered a suitable alternative course at no extra cost. You have the right to choose a refund or the offer of placement in another course. Acceptance of any offer must be confirmed in writing within 30 days of the offer being made.
10. Applications for refunds must be in writing and addressed to The Registrar - Lexis English.
11. Any refunds payable under this policy (with the exception those payable under Clause 9) will be made within 4 weeks of receiving the written refund application.
12. Refunds will only be paid in the same currency in which fees were collected, and paid to the person who entered into the contract. We require written direction from the student to refund to another party.
13. Lexis English may make reasonable variations to the delivery of programs eg: course times, timetables, classrooms. Students will be provided with reasonable advanced notice should this occur and will have the opportunity to access the internal complaints and appeals process should they feel disadvantaged by any such variation.
14. In all cases of suspension and/or expulsion due to non-compliance with the student Code of Conduct, no refund of monies paid to the College will be made unless required by law.

These regulations may be waived only in exceptional circumstances by the Executive Management of the College at their absolute discretion.

STUDENT CODE OF CONDUCT

Students will be subject to suspension and/or expulsion at the absolute discretion of the College (subject to natural justice, and except as otherwise implied by law) for persistent and/or serious infringement of the student code of conduct as follows:

- Not conforming with the reasonable directions of the College: misconduct, and posing or presenting an unacceptable medical, physical, or moral threat to the well-being of others
- Causing wilful damage to college and/or other students' property
- Use or distribution of prohibited drugs
- Being convicted of any criminal offence whilst a student with the College
- Unacceptable social behaviour in any accommodation arranged by the College
- Being in contravention of the Australian Government Immigration/Migration Laws (visa requirements).

DEFERMENT, SUSPENSION OR CANCELLATION OF STUDY

Student Visa holders must be advised that the deferment, suspension or cancellation of study may affect their student visa.

1. Students may apply for a deferment of commencement of study due to compassionate or compelling circumstances.
2. The College may initiate a suspension of studies on the grounds of misbehaviour of a student in accordance with the College's Student Code of Conduct.
3. The College may initiate cancellation of a student's course:
 - On the grounds of misbehaviour, in accordance with the College's Student Code of Conduct
 - Due to failure to pay course fees
 - Due to a student under 18 years of age failing to maintain approved welfare and accommodation arrangements
 - Students who are subject of College initiated suspensions or cancellations will have access to the College's Complaints and Appeals process
 - Full details of the College policies and Procedures for deferment, suspension and cancellation of studies is available at www.LexisEnglish.com

NOTES

Your agreement to be bound by the General Conditions of Enrolment and the Refund and Cancellation Policy and the Indemnity Declaration does not remove your right to take action under the College's disputes resolution policy, or Australia's consumer protection laws, or to pursue other legal remedies.

If you have school-aged dependants who will accompany you to Australia, you will be required to pay full fees for their schooling, whether they enrol in a government or a non-government school.

In accordance with the Privacy Act 1988; the ESOS Act 2019 and the National Code 2018:

- The personal information you provide to us or is obtained about you prior to or during your period of enrolment with us, will be regarded as confidential and will be used for the purpose of processing your enrolment and providing you with the services you request. However, in this process, it may be disclosed to relevant third parties including your family, homestay families, agents, further studies institutions, the Australian Government, the Administrator of the Tuition Protection Scheme (TPS), other statutory bodies and various employees of the College as required.
- We are obliged to advise the DHA of certain changes to a student's enrolment and any breach of Student Visa conditions.
- Student Visa students under 18 years of age not accompanied by their parents or living with close family members whilst in Australia, must have their proposed accommodation and carer arrangements approved by the College prior to their enrolment being accepted. We can make suitable carer arrangements if required.
- Student Visa students must study in a CRICOS registered full-time course.
- Student Visa students may do part-time work or work experience of up to 20 hours per week and only in addition to full-time study.

INDEMNITY DECLARATION

By signing this Declaration the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s) agree that the College, its officers, teachers, employees, representatives and agents shall not be held responsible and/or be under liability as far as permitted by the law of the Country of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student and/or which may be caused by the student in connection with or during the period of the student's attendance at any premises owned/leased, operated or controlled by the College, the student attending activities and/or excursions and/or in any accommodation arranged for the student. Further, the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s), agrees to pay any direct and/or indirect costs incurred by the College in relation to these activities where a student attends and participates in activities and/or excursions (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College or of which we have knowledge.

Where a student who is under 18 years of age is accepted for enrolment as a student at the College, the parent(s) and/or legal guardian(s) further consent and agree that the College at its absolute discretion may when it considers it desirable and/or essential seek and provide medical and/or optical and/or dental treatment for the student. In such cases, such costs whether direct and/or indirect will be met by the parent(s) and/or legal guardian(s). If the College has been obliged to incur costs on behalf of the student in such circumstances the costs will be repaid to the College by the parent(s) and/or legal guardian(s) on demand.

The aforementioned shall also extend to executors, administrators and assigns of the signatory.

Shane Global Village Brisbane Pty Ltd
CRICOS Code 02499G

Sunshine Coast English College Pty Ltd
CRICOS Code 01632D

Byron ELA Pty Ltd
CRICOS Code 03019J

Sunset Coast International English School Pty Ltd
CRICOS Code 03274E

Lexis Asia Pty Ltd
CRICOS Code: 03459G

Lexis Sydney Education Pty Ltd
CRICOS Code: 02362B

COURSE TIMETABLES

	BRISBANE	BYRON BAY	NOOSA	PERTH	SUNSHINE CST	SYDNEY
General English	Start any Monday	Start any Monday	Start any Monday	Start any Monday	Start any Monday	Start Any Monday
Customer Service English*			Start first Monday of the month			
Focus Cambridge*	Start any Monday		Start any Monday	Start any Monday		Start any Monday
Cambridge PET, FCE, CAE & CPE						
Session 1	4 Jan - 5 Mar (CPE) - (9 wks) 4 Jan - 12 Mar (FCE, CAE) - (10 wks)	4 Jan - 12 Mar (FCE, CAE) - (10 wks)	4 Jan - 5 Mar (CPE) - (9wks) 4 Jan - 12 Mar (FCE, CAE) - (10 wks)	4 Jan - 5 Mar (PET, CPE) - (9wks) 4 Jan - 12 Mar (FCE, CAE) - (10 wks)	4 Jan - 12 Mar (FCE, CAE) - (10 wks)	4 Jan - 5 Mar (CPE) - (9wks) 4 Jan - 12 Mar (FCE, CAE) - (10 wks)
Session 2	15 Mar - 4 Jun (FCE, CAE, CPE) - (12 wks)	15 Mar - 4 Jun (FCE, CAE) - (12 wks)	15 Mar - 4 Jun (FCE, CAE, CPE) - (12 wks)	15 Mar - 4 Jun (PET, FCE, CAE, CPE) - (12 wks)	15 Mar - 4 Jun (FCE, CAE) - (12 wks)	15 Mar - 4 Jun (FCE, CAE, CPE) - (12 wks)
Session 3	14 Jun - 20 Aug (FCE, CAE) - (10 wks)	14 Jun - 20 Aug (CAE) - (10 wks)	14 Jun - 20 Aug (FCE, CAE) - (10 wks)	14 Jun - 20 Aug (FCE, CAE) - (10 wks)	14 Jun - 20 Aug (FCE) - (10 wks)	14 Jun - 20 Aug (FCE, CAE) - (10 wks)
Session 4	6 Sep - 26 Nov (FCE, CAE, CPE) - (12 wks)	6 Sep - 26 Nov (FCE, CAE) - (12 wks)	6 Sep - 26 Nov (FCE, CAE, CPE) - (12 wks)	6 Sep - 26 Nov (PET, FCE, CAE, CPE) - (12 wks)	6 Sep - 26 Nov (FCE, CAE) - (12 wks)	6 Sep - 26 Nov (FCE, CAE, CPE) - (12 wks)
IELTS Session 1	Start any Monday	4 Jan - 12 Mar	Start any Monday	Start any Monday	Start any Monday	Start any Monday
Session 2		4 Oct - 24 Dec				
Private Tuition*	Start any Monday	Start any Monday	Start any Monday	Start any Monday	Start any Monday	Start Any Monday
Premium - Small Group Training*			Start any Monday			Start Any Monday
English in Action: Surfing*		Start any Monday	Start any Monday		Start any Monday	
Juniors						
High School Preparation					22 Feb, 17 May 30 Aug, 22 Nov	
Academic Summer Program*					28 Jun - 20 Aug	
TAP Surfing*		14 Jun - 3 Sep	14 Jun - 3 Sep			14 Jun - 3 Sep
TAP Tennis*			12 Jul - 6 Aug			
TAP General*			22 Mar - 1 Apr 28 Jun - 20 Aug 20 Dec - 7 Jan 2022	22 Mar - 1 Apr 5 Jul - 13 Aug		22 Mar - 1 Apr 5 Jul - 13 Aug
Lexis Skills: Digital Media & Communication*						12 Jul - 6 Aug

* Not available to Student Visa holders

SCHOOL HOLIDAYS	BRISBANE	BYRON BAY	NOOSA	PERTH	SUNSHINE CST	SYDNEY
New Years Day	1 Jan	1 Jan	1 Jan	1 Jan	1 Jan	1 Jan
Australia Day	26 Jan	26 Jan	26 Jan	26 Jan	26 Jan	26 Jan
Labour Day (WA)				1 Mar		
Easter	2-5 Apr	2-5 Apr	2-5 Apr	2-5 Apr	2-5 Apr	2-5 Apr
Anzac Day (QLD)	26 Apr		26 Apr	26 Apr	26 Apr	
Labour Day (QLD)	3 May		3 May		3 May	
Western Australia Day				7 Jun		
Regional Show Day	11 Aug		11 Aug		11 Aug	
Queen's Birthday		14 Jun		27 Sep		14 Jun
Queen's Birthday (QLD)	4 Oct		4 Oct		4 Oct	
Labour Day (NSW)		4 Oct				4 Oct
Christmas school holidays	27 Dec - 3 Jan	27 Dec - 3 Jan	27 Dec - 3 Jan	27 Dec - 3Jan	27 Dec - 3 Jan	27 Dec - 3 Jan

COURSE FEES

Admission Fee	\$200	
General English, Customer Service English*, Focus Cambridge* & High School Preparation(HSP)	FULL TIME 20 + 5hrs	PART TIME* 15hrs
1 - 4 wks (p/w)	\$470	\$400
5 - 12 wks (p/w)	\$450	\$390
13 - 17 wks (p/w)	\$440	-
18 - 24 wks (p/w)	\$420	-
25 - 36 wks (p/w)	\$410	-
37+ wks (p/w)	\$400	-
Cambridge PET, FCE, CAE & CPE		
10 wks	\$4,500	-
11 wks	\$4,950	-
12 wks	\$5,400	-
IELTS		
1 - 4 wks (p/w)	\$470	\$400
5 - 12 wks (p/w)	\$450	\$390
Premium Small Group Training*		
1 - 4 wks (p/w)	\$899	-
5 - 12 wks (p/w)	\$849	-
Private Tuition*		
1 hr	\$135	-
5 hrs	\$600	-
10 hrs	\$1,100	-
English in Action: Surfing*		
1 wk	\$790	-
2 wks	\$1,390	-
3 wks	\$2,085	-
4 wks	\$2,750	-
JUNIOR PROGRAMS Teen Activity Program (TAP)*		
General, Surfing, Tennis (FULL TIME ONLY)		
1 wk	\$1,950	-
2 wks	\$2,770	-
3 wks	\$3,590	-
4 wks	\$4,410	-
5 wks	\$5,230	-
6 wks	\$6,050	-
7 wks	\$6,870	-
8 wks	\$7,690	-
Academic Summer Program (ASP)*		
1 - 4 wks (p/w)	\$470	-
5 - 12 wks (p/w)	\$450	-
Lexis Skills*		
1 wk	\$1,800	-
2 wks	\$2,620	-
3 wks	\$3,440	-
4 wks	\$4,260	-

* Not available to Student Visa holders

OTHER PROGRAMS & FEES

	BRISBANE	BYRON BAY	NOOSA	PERTH	SUNSHINE COAST	SYDNEY
Accommodation Placement	\$165	\$165	\$165	\$165	\$165	\$165
Homestay						
- Single (p/w)	\$290	\$295	\$290	\$295	\$290	\$335
- Single - under 18 (p/w)	\$300	\$300	\$300	\$300	\$300	\$365
- Share (p/w)	\$260	\$250	\$260	\$260	\$260	\$295
- B&B (p/w)	\$255	\$225	\$225	\$230	\$225	-
- Executive (p/w)	\$310	-	\$305	\$315	\$305	-
- Special Diet Surcharge (p/w) ¹	\$45	\$45	\$45	\$45	\$45	\$45
Student House						
- Single (p/w)	-	-	\$255	\$270	-	-
- Twin Share, Ensuite (p/w)	-	-	\$235	-	-	-
- Twin Share (p/w)	-	-	\$210	\$225	-	-
Bond ²	-	-	\$300	\$300	-	-
Cleaning Fee	-	-	\$75	\$75	-	-
Student Resort - Brisbane						
Single Room - 1-8 wks	\$359	Club Studio	\$320	-	-	-
Student Room - 9 wks +	\$349	Deck Studio	\$340	-	-	-
Bond (Fully refundable less bedding hire and cleaning fee)	\$300	Spa Studio	\$395	-	-	-
Bedding Hire and Cleaning Fee	\$85	Loft 2 Bedroom	\$490	-	-	-
	-	Bond	\$300	-	-	-
	-	Cleaning Fee	\$80	-	-	-
Student Resort - Perth						
On-campus residence - Byron Bay						
- Single Deluxe (p/w)	-	\$325	-	-	-	-
- Single (p/w)	-	\$300	-	-	-	\$650
- Twin Share (p/w)	-	\$250	-	-	-	\$370
- Dormitory (p/w)	-	\$190	-	-	-	\$280
Bond ²	-	\$300	-	-	-	-
Cleaning Fee	-	\$70	-	-	-	-
Airport Transfer One Way	\$135	\$260	\$225	\$130	\$225	\$200
- from Gold Coast (o/w)	-	\$150	\$390	-	\$390	-
- from Sunshine Coast (o/w)	-	-	\$110	-	\$110	-
Unaccompanied minor (o/w) ³	-	\$80	\$80	\$80	\$80	\$80
OSHC*/month, single	\$54	\$54	\$54	\$54	\$54	\$54
Books and Materials						
1 - 8 wks	\$135	\$135	\$135	\$135	\$135	\$135
9 - 17 wks	\$205	\$205	\$205	\$205	\$205	\$205
18 - 24 wks	\$265	\$265	\$265	\$265	\$265	\$265
25 + wks	\$305	\$305	\$305	\$305	\$305	\$305
Cambridge (all courses) & EMP	\$245	\$245	\$245	\$245	\$245	\$245
HSP/ASP 1 - 10 wks	-	-	-	-	\$250	-
HSP 11 - 20 wks	-	-	-	-	\$430	-
HSP 21 - 37 wks	-	-	-	-	\$645	-
Exam Fees						
Cambridge Exam Fee	\$370	\$370	\$370	\$370	\$370	\$370
HSP Exam Fee	-	-	-	-	\$370	-

* A 2% credit card transaction fee will apply in 2021.

¹ Vegan/Gluten Free/Halal/Lactose Free.

² The student accommodation bond will be refunded, less any applicable cleaning fees.

³ Unaccompanied Minor Service, Sunday arrivals and Saturday departures preferred.

⁴ Compulsory for Student Visa students. DHA requires OSHC to be paid for length of visa, not length of course. Therefore, students are usually required to pay one month more than the period of study.

⁵ \$50 deposit payable to student house on arrival. Please note that any bookings over the Christmas high season week will incur an accommodation surcharge, contact Registrations for further details.